

## **POLICE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the highest ranking position in the police department, the primary responsibility of which is serving as administrative head of the department. The Police Chief is responsible for the organization and management of department operations and for management of personnel. The employee of this class plans and directs operations to provide law enforcement services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The Police Chief works with a high degree of independence in the performance of duties, reporting to the Mayor and the City Council who review and oversee the work of this class.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the police department. Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expenses. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Reviews department structure and operations in light of information gathered during research, and decides if new programs or policies are needed or if changes in current structure or operation are required. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity and identifies target areas for productivity improvement.

Interviews prospective employees and makes recommendations for hiring. Maintains promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance with civil service law.

Supervises preparation and maintenance of the records and reports of the department by reviewing records completed by

subordinates and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer. Supervises the writing of public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication.

Promotes a positive image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Develops a community relations program to meet identified community needs. Supervises the production of instructional materials to be used in crime prevention and other community relations programs within the community.

Supervises department employees, outlining responsibilities and duties, reviewing work and delegating assignments, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Supervises the inspection of department equipment and subordinate personnel. Sets work schedules and approves leave. Handles employee complaints and grievances and maintains discipline among employees.

Provides on-the-job training for department members and provides for outside instruction to meet any training needs not available in the department training program.

Supervises the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds. Purchases equipment and supplies, keeping such purchases within the established budget.

Plans, organizes, and directs all law enforcement functions for the department, including patrol operations, traffic control, criminal investigation, special operations, and handling of juveniles.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

**MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS****EITHER**

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration or other related curriculum and at least five (5) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

**OR**

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

STM	10-25-72
Rev	07-21-93
	02-01-95
	05-17-95